

FEDERAL COMMUNICATIONS COMMISSION

CUSTOMER INITIATED PAYMENTS

FEDERAL COMMUNICATION COMMISSION GENERAL OVERVIEW

QUESTIONS & ANSWERS

What is the Federal Communications Commission CIP Program?

The Federal Communications Commission (FCC) Customer Initiated Payments (CIP) Program is a convenient, safe and reliable way for your organization to pay fees. FCC CIP has been developed especially for FCC Fee Payment in conjunction with Mellon Bank.

With FCC CIP, you simply call Mellon's toll-free telephone number, input your payment via a computer terminal, or send a CPU-CPU transmission by 9:30 PM; EST of the business day before your payment is due. Mellon electronically processes your payments to FCC the next business day an ACH debit is generated against your bank account based on your payment report.

ACH or Automated Clearing House means a domestic funds transfer system providing an electronic parallel to the Federal Reserve check clearing system. ACH is governed by the Rules of the National Automated Clearing House Association. Generally, speaking, an ACH is an instrument for moving money electronically from one participating financial institution to another.

The phone call or terminal entry takes only a few minutes. Mellon Bank does the rest.

This brochure, developed with Mellon Bank, describes how easy it is to use the FCC CIP Program.

How Does FCC CIP Benefit Your Organization?

Your organization maintains control of the payment date and amount. You know exactly when your funds will be moved from your account and in what amount. This lets you plan your cash flow accurately.

The CIP avoids delays and saves the time and expense involved in writing checks.

CIP is protected by excellent security measures that prevent unauthorized entry to your checking account. You establish a unique personal identification number (PIN) that you use to initiate transactions. This number is known only to you and Mellon. FCC does not have access to the number. Your local bank account is debited only on your instructions.

How Does Your Organization Report Payments?

On the business day before your payment due date, either call Mellon Bank's operator-assisted toll-free telephone number, **1-800-944-1400**, use terminal entry to initiate your payment, or send the CPU-CPU transmission before 9:30 P.M. EST.

When Will Your Organization's Account Be Debited?

Your organization's bank account will be debited and your FCC customer account will be credited the business day after you report your payment information (if it is reported by 9:30 P.M. EST). If the payment is due on a Monday, information must be received by 9:30 P.M. EST the Friday before.

Your funds must be on deposit the next business day following your payment report. Mellon will notify FCC immediately if there are not sufficient funds in your account to cover your payment amount.

There is no need for you to change banks or open a special account to use FCC CIP. All of the transactions can be handled through your existing local bank checking account.

What Protection Does FCC CIP Offer?

You have an option of either Mellon Bank generating a PIN (Personal Identification Number) or selecting your own PIN. This number is known only to you and Mellon. FCC does not have access to your PIN number. Once you give your information to the Mellon operator or input the information via the terminal, you will receive a verification code confirming that Mellon received your information.

All operator-assisted phone calls are made on a recorded line and kept on file by Mellon for 45 days so that they can be reviewed if questions arise.

How Do I Get Started on the Program?

Getting started is very easy. Simply complete the set-up form (Masterfile Maintenance Form, (located under Links on our web site) and fax the form to Tom Putnam at the Federal Communications Commission Fax number 202-418-2843. If you have not selected your own personalized PIN, Mellon Bank will generate one and mail notification to you within 7-10 business days.

How Do I Enter Transactions?

Operator-Assisted Dialogues demonstrating how to report your payments and supplemental fields are found on Pages 10 through 13.

Terminal Entry Dialogues are found on pages 14 through 19.

Equipment needs are defined below if you are using a Personal Computer (PC) to communicate:

- A) Communications software package
- B) Modem
- C) RS232 or modem cable
- D) Serial port (may be included as part of your PC)

NOTE: If you are planning on using an internal modem, the serial port and cable are not necessary.

Additional Questions

FCC CIP is designed to save you both time and money. Some commonly asked questions concerning this new form of paying accounts are listed below with accompanying answers.

Q. How much does this service cost?

A. Nothing, FCC CIP is provided at no cost to you.

Q. Will FCC CIP work with my present checking account?

A. Yes. It can be used with your present checking account. All transactions will appear on your bank statement.

Q. When will my bank account be debited?

A. Your bank account will be charged on the next business day after you report your payment.

Q. How will I be able to tell what my daily bank account balance is?

A. Enter the payment amount and date in your checkbook as you would if you wrote a check or if you were making a withdrawal from a banking machine. This transaction will appear on your monthly bank statement.

Q. What happens if I do not have enough funds in my checking account to cover the CIP payment?

A. The CIP payment will not post to your local account but be returned (NSF) to Mellon Bank who will notify FCC that the payment has not been completed. It will be handled similar to presenting a check on an account without sufficient funds. Your bank will charge you an overdraft fee for non-sufficient funds (according to their particular fee schedule).

Q. Can I change the payment or payment information at a later time after I have reported it to a Mellon operator or through Terminal Entry?

A. Yes. You can make changes or corrections to your payment or payment information. Changes or corrections can be reported up to 9:30 P.M. Eastern Time on the day that the payment or payment information was reported to the FCC CIP system

Additional Questions

Q. Will I receive a cancelled Check?

A. The electronic transaction will appear on your monthly bank statement. There will NOT be a corresponding cancelled check.

Q. What receipt date will my transaction receive?

A. Assuming the transaction is initiated before 9:30 P.M. EST on a normal business day (Monday - Friday), FCC will recognize your transaction as having been received the next business day.

If you have questions about how FCC CIP works, please call FCC at the appropriate number below:

CHIEF, REVENUE AND RECEIVABLES OPERATIONS GROUP 202-418-1995

INFORMATION TO BE REPORTED

What Information Is Reported?

Information you report will include your:

FCC Company Number - this is **1124** and was assigned by Mellon Bank.

Location Number(s) - these are assigned by FCC and identify your organization within the CIP system.

Total Payment Amount - also referred to as Dollar Amount. This is the total payment being made for a particular transaction. **DO NOT** enter the decimal point. The system will assume that the last two digits entered are cents.

Personal Identification Number (PIN) - is assigned by Mellon and mailed directly to you. Or you can assign your own unique PIN number when completing your form.

Effective Date - This is the date you want the funds to move.

Payor FRN Number – This is the FCC Registration Number for the payor. This is a ten numeric character registration that was assigned to the payor by the FCC

Applicant FRN Number – This is the FCC Registration Number for the applicant. This is a ten numeric character registration that was assigned to the applicant by the FCC.

Lockbox Number - as defined by the FCC. The system will require input of 6 numeric characters.

FCC Account Number - as defined by the FCC. The system will require input of 10 numeric characters.

Electronic Audit Code - calculated by your organization, recorded in the transaction, and recorded on your application(s) and/or fee forms as defined by the FCC. The system will require input of 10 to 15 alpha/numeric characters.

Payor Name - the name of the organization actually making the payment (whose account will be debited). The system will allow entry of 1 to 15 alpha/numeric characters. If your organization name is longer than 15 characters, a second line of 15 alpha/numeric characters is provided.

Payor Name (cont'd) - this allows for the continuance of your organization's name if 15 alpha/numeric characters was not enough.

Payor Address - the address of the payor whom is making the payment. The system will allow for entry of 1 to 15 alpha/numeric characters. If the Payor Address is longer than 15 characters, a second line of 15 alpha/numeric characters is provided.

Payor Address (cont'd) - this allows for the continuance of the payor address if 15 alpha/numeric characters was not enough

Payor City - the city of the payor address. The system will allow for entry of 1 to 15 alpha/numeric characters. If the Payor city is longer than 15 characters, a second line of 15 alpha/numeric characters is provided.

Payor City (cont'd) - this allows for the continuance of the payor city if 15 alpha/numeric characters was not enough.

Payor State - the state of the payor address. The system will allow for entry of 2 alpha/numeric characters.

Payor ZIP Code - this is the Zip Code of the payor address. The system will require input of 5 to 11 alpha/numeric characters.

Fee Type Code - as defined by the FCC, the Fee Type Code (FTC) or Payment Type Code (PTC) being paid for by this transaction. The system will require input of 3 to 4 alpha/numeric characters.

Quantity - the number (volume) of the FTC being paid for this transaction. The system will require input of 1 to 10 numeric characters.

Fee Amount Due - the amount of the fee (singular) being paid for this transaction. The system will require input of 1 to 12 numeric characters. DO NOT enter decimal points; the last two digits reported are assumed to be cents.

FCC Call Sign/ID - as defined by the FCC. The system will require input of 1 to 10 alpha/numeric characters.

Applicant Name - the name of the applicant for whom the payment is being made. The system will allow for entry of 1 to 15 alpha/numeric characters. If the Applicant Name is longer than 15 characters, a second line of 15 alpha/numeric characters is provided.

Applicant Name (cont'd) - this allows for the continuance of the applicant's name if 15 alpha/numeric characters was not enough

Applicant TIN Number – This is an OPTIONAL FIELD ANY VALUE ENTERED MUST BE 10 CHARACTERS. This field is your Tax ID number preceded by a "0".

Applicant ZIP Code - this is the Zip Code of the applicant's address. The system will require input of 5 to 11 alpha/numeric characters.

FCC Code 1 - this is for use as defined by the FCC. The system will require input of at least zero (0). If FCC requires entry of data in this field and data is longer than 15 characters, a second line of 15 alpha/numeric characters is provided. The FCC Code 1 (Con't).

FCC Code 2 - this is for use as defined by the FCC. The system will require input of at least zero (0). If FCC requires entry of data in this field and data is longer than 15 characters, a second line of 15 alpha/numeric characters is provided.

FCC Code 2 (cont'd) - this allows for the continuance of the FCC Code 2 if 15 alpha/numeric characters was not enough.

Note: After the payment is complete, you will receive a four-digit verification code. This is provided with either Operator Assisted or Terminal Entry. This verification code along with your location number, dollar amount, and date of entry will serve as proof of your payment and enable research should there ever be a discrepancy. THEREFORE, IT IS VITAL THAT THIS INFORMATION BE LOGGED AND MAINTAINED AT YOUR ORGANIZATION.

OPERATOR ASSISTED ENTRY

FCC CUSTOMER INITIATED PAYMENTS (CIP) PROGRAM

In order to use the operator assisted entry method of input for the FCC CIP program, you must dial the following telephone number. An operator will answer and will prompt you with the following dialogue:

800-944-1400 Nationwide

OPERATOR: Mellon Bank

CALLER: I have a supplemental transaction
to report.

OPERATOR: Company Number

CALLER: Company Number is 1124 This number is assigned by Mellon
Bank in order to identify FCC.

OPERATOR: Location Number

CALLER: Location Number is XXXXX This is assigned by the FCC to
identify your organization within
the CIP system.

OPERATOR: Dollar Amount

CALLER: Dollar Amount is \$\$\$\$\$ This is the total amount of the
payment being made to FCC.
State each digit without a
decimal point. For example,
10,369.10 would be reported
as “one, zero, three, six, nine
one, zero”.

OPERATOR: PIN Number

CALLER: PIN is XXXXXX This is your 4-6 digit
Personal Identification Number.

**NOTE: REFER TO THE FCC OVERVIEW AND SETUP FORM FOR
EXPANDED FIELD DEFINITIONS**

OPERATOR:	Payor FRN#	
CALLER:	Payor FRN# is XXXXX	This is a ten digit FCC number for the payor. Effective December 3, 2001, this is required data. Please consult the CORES section on the FCC website for more information.
OPERATOR:	Applicant FRN#	
CALLER:	Applicant FRN# is XXXXX	This is a ten digit FCC number for the applicant. Effective December 3, 2001, this is required data. Please consult the CORES section on the FCC website for more information.
OPERATOR:	Lockbox Number	
CALLER:	Lockbox Number is XXXXX	This is your lockbox number.
OPERATOR:	FCC Account Nbr	
CALLER:	FCC Account Nbr is XXXXX	This is your FCC Account Number.
OPERATOR:	Elec Audit Code	
CALLER:	Elec Audit Code is XXXXX	This is the Electronic Audit Code.
OPERATOR:	Payor Name	
CALLER:	Payor Name is XXXXX	This is the payor name.
OPERATOR:	Payor Name cont.	
CALLER:	Payor Name cont. is XXXXX	This is the payor name continued.
OPERATOR:	Payor St. Address	
CALLER:	Payor St. Address is XXXXX	This is the payor street address.
OPERATOR:	Payor St. Address	
CALLER:	Payor St. Address is XXXXX	This is the payor street address continued.
OPERATOR:	Payor City	
CALLER:	Payor City is XXXXX	This is the payor city.
OPERATOR:	Payor City cont.	

**NOTE: REFER TO THE FCC OVERVIEW AND SETUP FORM FOR
EXPANDED FIELD DEFINITIONS**

CALLER:	Payor City cont.is XXXXX	This is the payor city continued.
OPERATOR:	Payor State	
CALLER:	Payor State is XXXXX	This is the payor state.
OPERATOR:	Payor Zip	
CALLER:	Payor Zip is XXXXX	This is the payor zip code.
OPERATOR:	Fee Type	
CALLER:	Fee Type is XXXXX	This is the fee type code.
OPERATOR:	Quantity	
CALLER:	Quantity is XXXXX	This is the quantity.
OPERATOR:	Fee Amount Due	
CALLER:	Fee Amount Due is XXXXX	This is the fee amount due.
OPERATOR:	FCC Call Sign/ID	
CALLER:	FCC Call Sign/ID is XXXXX	This is the FCC call sign/ID.
OPERATOR:	Applicant Name	
CALLER:	Applicant Name is XXXXX	This is the applicant name.
OPERATOR:	Applicant Name	
CALLER:	Applicant Name is XXXXX	This is the applicant name cont.
OPERATOR:	Applicant TIN	
CALLER:	Applicant TIN is XXXXX	This is an Optional field any value entered must be 10 characters. This is the applicant TIN.
OPERATOR:	Applicant ZIP	
CALLER:	Applicant ZIP is XXXXX	This is the applicant zip code.
OPERATOR:	FCC Code 1	
CALLER:	FCC Code 1 is XXXXX	This is the FCC Code 1.
OPERATOR:	FCC Code 2	

**NOTE: REFER TO THE FCC OVERVIEW AND SETUP FORM FOR
EXPANDED FIELD DEFINITIONS**

CALLER: FCC Code 2 is XXXXX This is the FCC Code 2.

OPERATOR: FCC Code 2 cont.

CALLER: FCC Code 2 cont. is XXXXX This is the FCC Code 2 cont.

OPERATOR: Company Number is XXXXX.
 Location Number is XXXXX.
 Dollar Amount is \$\$\$\$.
 PIN is XXXXXX
 Payor FRN# is XXXXX
 Applicant FRN# is XXXXX
 Lockbox Number is XXXXX
 FCC Account Nbr is XXXXX
 Elec Audit Code is XXXXX
 Payor Name is XXXXX
 Payor Name cont. is XXXXX
 Payor St. Address is XXXXX
 Payor St. Address is XXXXX
 Payor City is XXXXX
 Payor City cont. is XXXXX
 Payor State is XXXXX
 Payor Zip is XXXXX
 Fee Type is XXXXX
 Quantity is XXXXX
 Fee Amount Due is XXXXX
 FCC Call Sign/ID is XXXXX
 Applicant Name is XXXXX
 Applicant Name is XXXXX
 Applicant TIN is XXXXX
 Applicant ZIP is XXXXX
 FCC Code 1 is XXXXX
 FCC Code 2 is XXXXX
 FCC Code 2 cont. is XXXXX

CALLER: Correct (if the information is correct. If the information is incorrect, instruct the operator which fields needs corrected.)

OPERATOR: Your verification code is XXXX.
 Thank you for calling Mellon Bank.

**NOTE: REFER TO THE FCC OVERVIEW AND SETUP FORM FOR
EXPANDED FIELD DEFINITIONS**

NOTE: Your verification code is calculated by using an arithmetic formula involving the deposit amount. By using this formula prior to reporting the deposit, you can calculate the first two positions of the verification code to be assured that the deposit amount was entered properly. The formula and an example follows: \$4,131.00 1) sum of the digits 4+1+3+1+0+0=9 2) count the number of digits and add to sum 413100=6 digits 9+6=15. 1 and 5 are the first two digits of the 4 digit verification code.

TELECASH ENTRY

FCC CUSTOMER INITIATED PAYMENTS (CIP) PROGRAM

To access the Telecash method of input for the FCC CIP program, you will need a telecommunications package (i.e., hyperterminal) and dial:

Telenet phone number: (NNN) NNN-NNNN -CompuServe

Backup phone number: (NNN) NNN-NNNN - SprintNet

Press 'carriage return' or 'enter' three times: **Prompts are in capital letters.** Your responses are underlined in lower case.

TELENET

412 99X

TERMINAL =

@41249

412 49 CONNECTED

{PRIVATE }logon KXXXXXX{tc \l 4 "logon KXXXXXX"}

ENTER PASSWORD

XXXX

ENTER MODULE OPTION OR 'HELP' FOR MODULE LIST

mps

ENTER MPS OPTION OR 'HELP' FOR OPTION LIST

help

1 - DATA ENTRY

2 - DATA ENTRY WITH SUPPLEMENTAL

3 - CORRECTIONS

4 - CORRECTIONS WITH SUPPLEMENTAL

5 - RELEASE

6 - TRANSACTION REGISTER DETAIL REPORT

7 - TRANSACTION REGISTER HISTORY DETAIL REPORT

8 - SETTLEMENT DATE REPORT

STOP - EXIT MPS MODULE OPTION

XX - RETURN TO MAIN MENU

END - LOGOFF TELECASH

ENTER MPS OPTION OR 'HELP' FOR OPTION LIST

2

COMPANY NUMBERS ON FILE:

0000X 000XX 00XXX

ENTER COMPANY NUMBER

This number is assigned by Mellon Bank in order to identify FCC.

1124

ENTER PIN NUMBER AND LOCATION NUMBER: Enter your 4-6 digit Personal Identification Number. The Location Number is assigned by the FCC to identify your organization within the CIP system.

XXXXXX;100

ENTER LOCATION NUMBER;AMT.;DATE (MMDDYY). ENTER 'STOP' TO END
XXXXXXXX XXXX

The amount is the total amount of the payment being made to FCC.

- | | | |
|----------------------|-------|---|
| 1. Payor FRN# | XXXXX | This is the FCC Registration Number for the payor. Effective December 3, 2001, this is required data. Please consult the CORES section on the FCC website for more information. |
| 2. Applicant FRN# | XXXXX | This is the FCC Registration Number for the applicant. Effective December 3, 2001, this is required data. Please consult the CORES section on the FCC website for more information. |
| 3. Lockbox Number | XXXXX | This is your lockbox number. |
| 4. FCC Account Nbr | XXXXX | This is your FCC Account Number. |
| 5. Elec Audit Code | XXXXX | This is the Electronic Audit Code. |
| 6. Payor Name | XXXXX | This is the payor name. |
| 7. Payor Name cont. | XXXXX | This is the payor name continued. |
| 8. Payor St. Address | XXXXX | This is the payor street address |
| 9. Payor St. Address | XXXXX | This is the payor street address continued. |

NOTE: REFER TO THE FCC OVERVIEW AND SETUP FORM FOR EXPANDED
FIELD DEFINITIONS

10. Payor City	XXXXX	This is the payor city.
11. Payor City cont.	XXXXX	This is the payor city continued.
12. Payor State	XXXXX	This is the payor state.
13. Payor Zip	XXXXX	This is the payor zip code.
14. Fee Type	XXXXX	This is the fee type code.
15. Quantity	XXXXX	This is the quantity.
16. Fee Amount Due	XXXXX	This is the fee amount due.
17. FCC Call Sign/ID	XXXXX	This is the FCC call sign/ID.
18. Applicant Name	XXXXX	This is the applicant name.
19. Applicant Name	XXXXX	This is the applicant name continued.
20. Applicant TIN	XXXXX	This is an Optional field any value entered must be 10 characters. This is the applicant TIN.
21. Applicant ZIP	XXXXX	This is the applicant zip code.
22. FCC Code 1	XXXXX	This is the FCC Code 1.
23 FCC Code 2	XXXXX	This is the FCC Code 2.
24 FCC Code 2 cont.	XXXXX	This is the FCC Code 2 continued.

NOTE: REFER TO THE FCC OVERVIEW AND SETUP FORM FOR EXPANDED FIELD DEFINITIONS

LOCATION: 00000000XXXX AMOUNT: \$\$.\$\$ DATE: XXXXX

FIELD	TITLE	SUPPLEMENTAL DATA
1	Payor FRN#	0000000000XXXXX
2	Applicant FRN#	0000000000XXXXX
3	Lockbox Number	0000000000XXXXX
4	FCC Account Nbr	0000000000XXXXX
5	Elec Audit Code	0000000000XXXXX
6	Payor Name	0000000000XXXXX
7	Payor Name cont.	0000000000XXXXX
8	Payor St. Address	0000000000XXXXX
9	Payor St. Address	0000000000XXXXX
10	Payor City	0000000000XXXXX
11	Payor City cont.	0000000000XXXXX
12	Payor State	0000000000XXXXX
13	Payor Zip	0000000000XXXXX
14	Fee Type	0000000000XXXXX
15	Quantity	0000000000XXXXX
16	Fee Amount Due	0000000000XXXXX
17	FCC Call Sign/ID	0000000000XXXXX
18	Applicant Name	0000000000XXXXX
19	Applicant Name	0000000000XXXXX
20	Applicant TIN	0000000000XXXXX
21	Applicant ZIP	0000000000XXXXX
22	FCC Code 1	0000000000XXXXX
23	FCC Code 2	0000000000XXXXX
24	FCC Code 2 cont.	0000000000XXXXX

R - RELEASE

C - CORRECT

L - LIST

ENTER REQUEST

r

ENTRY ACCEPTED FOR THE FOLLOWING LOCATION:

LOCATION	AMOUNT	DATE	VERIFICATION CODE
00000000XXXXX	\$\$.\$\$	MMDDYY	1194

FIELD	TITLE	SUPPLEMENTAL DATA
	1	Payor FRN# 0000000000XXXXX
	2	Applicant FRN# 0000000000XXXXX
	3	Lockbox Number 0000000000XXXXX
4	FCC Account Nbr	0000000000XXXXX
5	Elec Audit Code	0000000000XXXXX
6	Payor Name	0000000000XXXXX
7	Payor Name cont.	0000000000XXXXX
8	Payor St. Address	0000000000XXXXX
9	Payor St. Address	0000000000XXXXX
10	Payor City	0000000000XXXXX
11	Payor City cont.	0000000000XXXXX
12	Payor State	0000000000XXXXX
13	Payor Zip	0000000000XXXXX
14	Fee Type	0000000000XXXXX
15	Quantity	0000000000XXXXX
16	Fee Amount Due	0000000000XXXXX
17	FCC Call Sign/ID	0000000000XXXXX
18	Applicant Name	0000000000XXXXX
19	Applicant Name	0000000000XXXXX
20	Applicant TIN	0000000000XXXXX
21	Applicant ZIP	0000000000XXXXX
22	FCC Code 1	0000000000XXXXX
23	FCC Code 2	0000000000XXXXX
24	FCC Code 2 cont.	0000000000XXXXX

ENTER LOCATION NUMBER;AMOUNT; DATE. ENTER 'STOP' TO END
stop

***** NEXT PROMPT OPTIONS*****

1 - COMPANY NUMBER

2 - MPS OPTION

3 - MODULE OPTION

ENTER PROMPT OPTION

NOTE: Your verification code is calculated by using an arithmetic formula involving the deposit amount. By using this formula prior to reporting the deposit, you can calculate the first two positions of the verification code to be assured that the deposit amount was entered properly. The formula and an example follows: \$4,131.00 1) sum of the digits $4+1+3+1+0+0=9$ 2) count the number of digits and add to sum $413100=6$ digits $9+6=15$. 1 and 5 are the first two digits of the 4 digit verification **code**